

ARIZONA DEPARTMENT OF ECONOMIC SECURITY
Workforce Investment Administration

TRAINING PROGRAM CREDENTIAL CHECKLIST

This checklist is designed to assist local workforce boards/areas in determining whether educational programs are to be listed on the ETPL *and* whether the program will be credentialed for WIA Title 1B performance measurement/reporting outcomes.

Credentials ([TEGL 15-10](#))

A credential is recognized when a certificate is awarded in recognition of an individual's attainment of measurable technical or occupational skills necessary to gain employment or advance within an occupation. These technical or occupational skills are based on standards developed or endorsed by employers. Certificates awarded by workforce investment boards are not included in this definition. Work readiness certificates are also not included in this definition. A certificate is awarded in recognition of an individual's attainment of technical or occupational skills by:

- A state educational agency or a state agency responsible for administering vocational and technical education within a state.
- An institution of higher education described in Section 102 of the Higher Education Act (20 USC 1002) that is qualified to participate in the student financial assistance programs authorized by Title IV of that Act. This includes community colleges, proprietary schools, and all other institutions of higher education that are eligible to participate in federal student financial aid programs.
- A professional, industry, or employer organization (e.g., National Institute for Automotive Service Excellence certification, National Institute for Metalworking Skills, Inc., Machining Level I credential) or a product manufacturer or developer (e.g., Microsoft Certified Database Administrator, Certified Novell Engineer, Sun Certified Java Programmer) using a valid and reliable assessment of an individual's knowledge, skills, and abilities.
- A registered apprenticeship program.
- A public regulatory agency, upon an individual's fulfillment of educational, work experience, or skill requirements that are legally necessary for an individual to use an occupational or professional title or to practice an occupation or profession (e.g., FAA

aviation mechanic certification, state certified asbestos inspector).

- A program that has been approved by the Department of Veterans Affairs to offer education benefits to veterans and other eligible persons.
- Job Corps centers that issue certificates.
- Institutions of higher education which is formally controlled, or has been formally sanctioned, or chartered, by the governing body of an Indian tribe or tribes.

Targeted Credentials

See [TEGL 15-10, Attachment 2, Credential Resource Guide](#), for a descriptions of credentials.

Credential Attributes

- **Industry Recognized:** Developed and offered by, or endorsed by a nationally-recognized industry association or organization representing a sizeable portion of the industry sector, or a credential that is sought or accepted by companies within the industry sector for purposes of hiring or recruitment, which may include credentials from vendors of certain products.
- **Stackable:** A credential is considered stackable when it is part of a sequence of credentials that can be accumulated over time to build up an individual's qualifications and help them to move along a career pathway or up a career ladder to different and potentially higher-paying jobs.
- **Portable:** A credential is considered portable when it is recognized and accepted as verifying the qualifications of an individual in other settings - either in other geographic areas, at other educational institutions, or by other industries or employing companies.
- **Accredited:** The goal of accreditation of educational programs is to ensure that the education provided by institutions of higher education meets acceptable levels of quality. The U.S. Department of Education webpage, [Accreditation in the United States](#), provides lists of regional and national accrediting agencies recognized by the Secretary of Education as reliable authorities concerning the quality of education or training offered by the institutions of higher education or higher education programs they accredit.

Equal Opportunity Employer/Program • Under Titles VI and VII of the Civil Rights Act of 1964 (Title VI & VII), and the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008; the Department prohibits discrimination in admissions, programs, services, activities or employment based on race, color, religion, sex, national origin, age, disability, genetics and retaliation. The Department must make a reasonable accommodation to allow a person with a disability to take part in a program, service or activity. Auxiliary aids and services are available upon request to individuals with disabilities. For example, this means if necessary, the Department must provide sign language interpreters for people who are deaf, a wheelchair accessible location, or enlarged print materials. It also means that the Department will take any other reasonable action that allows you to take part in and understand a program or activity, including making reasonable changes to an activity. If you believe that you will not be able to understand or take part in a program or activity because of your disability, please let us know of your disability needs in advance if at all possible. To request this document in alternative format or for further information about this policy, contact your local office manager; TTY/TDD Services: 7-1-1. • Free language assistance for DES services is available upon request.

Guide to Completing the Training Program Credential Checklist

LOCAL WORKFORCE INVESTMENT AREA <i>Select the name of the local workforce investment area for which the program is applying for entry to the ETPL.</i>	DATE <i>Date checklist is completed.</i>
TRAINING PROVIDER <i>Enter the name of the training provider offering the training program, and the location of the training program.</i>	PROGRAM NAME <i>Enter the full name of the training program.</i>
TARGETED CREDENTIAL (Select one) <i>Select the targeted credential from which the training program applies. If no credential is being sought, select Non Credential Program.</i>	CAN TRAINING ORGANIZATION ACCEPT FEDERAL FUNDS FOR TRAINING? <input type="checkbox"/> Yes <input type="checkbox"/> No

Answer only the questions for the Targeted Credential selected above.

Credential Attributes – For all Yes responses, provide an explanation or justification. (See [page 1](#) for definitions of credentials.)

Industry recognized	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NAME OF NATIONALLY RECOGNIZED INDUSTRY ASSN. OR ORGANIZATION <i>Enter the name or the URL of the industry association or organization that recognizes the program.</i>
<i>Developed and offered by, or endorsed by a nationally-recognized industry association or organization representing a sizeable portion of the industry sector, or a credential that is sought or accepted by companies within the industry sector for purposes of hiring or recruitment, which may include credentials from vendors of certain products.</i>			
Stackable	<input type="checkbox"/>	<input type="checkbox"/>	IDENTIFY CAREER PATHWAY <i>Enter the career path and stacked credentials that comprise the program.</i>
<i>A credential is considered stackable when it is part of a sequence of credentials that can be accumulated over time to build up an individual's qualifications and help them to move along a career pathway or up a career ladder to different and potentially higher-paying jobs.</i>			
Portable	<input type="checkbox"/>	<input type="checkbox"/>	EXPLAIN <i>Provide detailed information justifying the portability of the program.</i>
<i>A credential is considered portable when it is recognized and accepted as verifying the qualifications of an individual in other settings - either in other geographic areas, at other educational institutions, or by other industries or employing companies.</i>			
Accredited	<input type="checkbox"/>	<input type="checkbox"/>	NAME OF ACCREDITING AGENCY <i>Enter the name or the URL of the agency selected from the Accreditation in the United States webpage (http://www2.ed.gov/admins/finaid/accred/index.html) or other viable source that provides the accreditation for the program. For public institutions of higher learning (e.g. community colleges) the accrediting agency is not the agency that accredits the school but rather the agency that accredits the program curriculum.</i>
<i>The goal of accreditation of educational programs is to ensure that the education provided by institutions of higher education meets acceptable levels of quality. The U.S. Department of Education webpage, Accreditation in the United States, provides lists of regional and national accrediting agencies recognized by the Secretary of Education as reliable authorities concerning the quality of education or training offered by the institutions of higher education or higher education programs they accredit.</i>			

Other Attributes – If any of the above attributes are marked Yes, answer for these other attributes:

Aligns with LWIA sector strategy	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Training may result in an employment outcome ..	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>Does the training program lead to a credential and potential employment in an industry that is included in the local workforce area's sector strategy?</i>			<i>Will completion of the training program result in a credential that should enhance a participant's chances of securing employment in a training-related occupation?</i>		
In-demand occupation in local workforce area	<input type="checkbox"/>	<input type="checkbox"/>	Local board approved	<input type="checkbox"/>	<input type="checkbox"/>
<i>Does the training program lead to a credential and potential employment in occupations that have been identified as "in-demand" in the local workforce area?</i>			<i>After review, has the local workforce investment board or designee approved the posting of the training program based on the information entered on the Training Program Credential Checklist?</i>		

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TRAINING PROGRAM CREDENTIAL CHECKLIST

LOCAL WORKFORCE INVESTMENT AREA	DATE
TRAINING PROVIDER	PROGRAM NAME
TARGETED CREDENTIAL <i>(Select one)</i>	CAN TRAINING ORGANIZATION ACCEPT FEDERAL FUNDS FOR TRAINING? <input type="checkbox"/> Yes <input type="checkbox"/> No

Only answer the questions for the Targeted Credential selected above.

1. EDUCATIONAL DIPLOMAS, CERTIFICATES AND DEGREES

Educational credentials are: diploma, certificate, and degree. Credit hours are the building block components of these educational credentials.

Credential Attributes – For all Yes responses, provide an explanation or justification. (*See page 1 for definitions of credentials.*)

	Yes	No	
Industry recognized.....	<input type="checkbox"/>	<input type="checkbox"/>	NAME OF NATIONALLY RECOGNIZED INDUSTRY ASSN. OR ORGANIZATION
Stackable.....	<input type="checkbox"/>	<input type="checkbox"/>	IDENTIFY CAREER PATHWAY
Portable.....	<input type="checkbox"/>	<input type="checkbox"/>	EXPLAIN
Accredited.....	<input type="checkbox"/>	<input type="checkbox"/>	NAME OF ACCREDITING AGENCY

Other Attributes – If any of the above attributes are marked Yes, answer for these other attributes:

	Yes	No		Yes	No
Aligns with LWIA sector strategy	<input type="checkbox"/>	<input type="checkbox"/>	Training may result in an employment outcome	<input type="checkbox"/>	<input type="checkbox"/>
In-demand occupation in local workforce area	<input type="checkbox"/>	<input type="checkbox"/>	Local board approved	<input type="checkbox"/>	<input type="checkbox"/>

2. APPRENTICESHIP CERTIFICATIONS OR CERTIFICATES

Apprenticeship interim credential means a credential issued by the Registration Agency, upon request of the appropriate sponsor, as certification of competency attainment by an apprentice. There are two types of credentials that a participant may achieve through the Registered Apprenticeship system: 1) certificates of completion of an apprenticeship program, and 2) interim credentials, introduced in October 2008 with revised Labor Standards for Registration of Apprenticeship Programs regulations (29 CFR part 29). Certificates of completion of apprenticeship are issued by the U.S. Department of Labor (DOL) or a State Apprenticeship Agency. Interim credentials are issued by DOL.

Characteristics of Apprenticeship Certification or Certificate – Documented evidence of the following is required:

- The Office of Apprenticeship has approved a set of national Guidelines for Apprenticeship developed by a national committee or organization, joint or unilateral, for policy or guideline use by local affiliates, as conforming to the standards of apprenticeship set forth in 29 CFR part 29.5;
- A Registration Agency has established that an individual is eligible for probationary employment as an apprentice under a registered apprenticeship program;
- A Registration Agency has registered an apprenticeship program as evidenced by a Certificate of Registration or other written indicia;
- A Registration Agency has determined that an apprentice has successfully met the requirements and demonstrated that acceptable skill levels to receive an interim credential.

Credential Attributes – For all Yes responses, provide an explanation or justification. (*See page 1 for definitions of credentials.*)

	Yes	No	
Industry recognized.....	<input type="checkbox"/>	<input type="checkbox"/>	NAME OF NATIONALLY RECOGNIZED INDUSTRY ASSN. OR ORGANIZATION
Stackable.....	<input type="checkbox"/>	<input type="checkbox"/>	IDENTIFY CAREER PATHWAY
Portable.....	<input type="checkbox"/>	<input type="checkbox"/>	EXPLAIN

TRAINING PROVIDER	PROGRAM NAME
Accredited <input type="checkbox"/> <input type="checkbox"/>	NAME OF ACCREDITING AGENCY

Other Attributes – If any of the above attributes are marked Yes, answer for these other attributes:

	Yes	No		Yes	No
Aligns with LWIA sector strategy	<input type="checkbox"/>	<input type="checkbox"/>	Training may result in an employment outcome	<input type="checkbox"/>	<input type="checkbox"/>
In-demand occupation in local workforce area	<input type="checkbox"/>	<input type="checkbox"/>	Local board approved	<input type="checkbox"/>	<input type="checkbox"/>

3. PERSONNEL CERTIFICATIONS

Personnel certification indicates that the individual has acquired the necessary knowledge, skills and sometimes personal attributes to perform a specific occupation or skill. The certificate that is given is owned by the certification body and can be taken away from the certified person for reasons of unethical or incompetent behavior after an appropriate due process.

Characteristics of Personnel Certifications

- Granted by third-party non-governmental agencies - usually associations, and by companies;
- Intended to set professional standards for qualifications, such as a certification for a crane operator, or a Novell Network Certified Engineer;
- The standards for certifications are not defined by government laws or regulations;
- Usually require successful completion of an examination or assessment, which indicates mastery of competencies as measured against a defensible set of standards;
- Standards are set through a defensible, industry-wide process of job analysis or role delineation that results in an outline of required knowledge and skills;
- Usually require a set amount of work experience or professional/practical experience;
- Usually must be renewed in some way after a certain time period based on meeting certain requirements for renewal;
- Voluntary - although state licensure boards and employers may specify certifications part of their requirements; and
- Violation of standards or requirements can result in suspension or revocation of certification.

Credential Attributes – For all Yes responses, provide an explanation or justification. (*See [page 1](#) for definitions of credentials.*)

Industry recognized.....	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NAME OF NATIONALLY RECOGNIZED INDUSTRY ASSN. OR ORGANIZATION
Stackable.....	<input type="checkbox"/>	<input type="checkbox"/>	IDENTIFY CAREER PATHWAY
Portable.....	<input type="checkbox"/>	<input type="checkbox"/>	EXPLAIN
Accredited.....	<input type="checkbox"/>	<input type="checkbox"/>	NAME OF ACCREDITING AGENCY

Other Attributes – If any of the above attributes are marked Yes, answer for these other attributes:

	Yes	No		Yes	No
Aligns with LWIA sector strategy	<input type="checkbox"/>	<input type="checkbox"/>	Training may result in an employment outcome	<input type="checkbox"/>	<input type="checkbox"/>
In-demand occupation in local workforce area	<input type="checkbox"/>	<input type="checkbox"/>	Local board approved	<input type="checkbox"/>	<input type="checkbox"/>

TRAINING PROVIDER

PROGRAM NAME

4. OCCUPATIONAL LICENSES**Characteristics of Personnel Certifications**

- Granted by federal state or local government agencies;
- Mandatory in the relevant jurisdiction;
- Intended to set professional standards and ensure safety and quality of work, such as medical licenses for doctors;
- Required in addition to other credentials (educational awards, apprenticeship or certification);
- Defined by laws and regulations.
- Time-limited, must be renewed based on meeting on-going requirements to maintain the license;
- Violation of the terms of the license may result in legal action.

Credential Attributes – For all Yes responses, provide an explanation or justification. (*See [page 1](#) for definitions of credentials.*)

	Yes	No	
Industry recognized.....	<input type="checkbox"/>	<input type="checkbox"/>	NAME OF NATIONALLY RECOGNIZED INDUSTRY ASSN. OR ORGANIZATION
Stackable.....	<input type="checkbox"/>	<input type="checkbox"/>	IDENTIFY CAREER PATHWAY
Portable.....	<input type="checkbox"/>	<input type="checkbox"/>	EXPLAIN
Accredited.....	<input type="checkbox"/>	<input type="checkbox"/>	NAME OF ACCREDITING AGENCY

Other Attributes – If any of the above attributes are marked Yes, answer for these other attributes:

	Yes	No		Yes	No
Aligns with LWIA sector strategy	<input type="checkbox"/>	<input type="checkbox"/>	Training may result in an employment outcome	<input type="checkbox"/>	<input type="checkbox"/>
In-demand occupation in local workforce area	<input type="checkbox"/>	<input type="checkbox"/>	Local board approved	<input type="checkbox"/>	<input type="checkbox"/>

5. OTHER SKILL CERTIFICATES

Certificates for specific skill sets or competencies within one or more industries or occupations (e.g., writing, leadership, etc.), or that attest to knowledge attainment rather than competency. Issued after an individual attends or participates in a particular meeting or course (certificate of completion).

Credential Attributes – For all Yes responses, provide an explanation or justification. (*See [page 1](#) for definitions of credentials.*)

	Yes	No	
Industry recognized.....	<input type="checkbox"/>	<input type="checkbox"/>	NAME OF NATIONALLY RECOGNIZED INDUSTRY ASSN. OR ORGANIZATION
Stackable.....	<input type="checkbox"/>	<input type="checkbox"/>	IDENTIFY CAREER PATHWAY
Portable.....	<input type="checkbox"/>	<input type="checkbox"/>	EXPLAIN
Accredited.....	<input type="checkbox"/>	<input type="checkbox"/>	NAME OF ACCREDITING AGENCY

Other Attributes – If any of the above attributes are marked Yes, answer for these other attributes:

	Yes	No		Yes	No
Aligns with LWIA sector strategy	<input type="checkbox"/>	<input type="checkbox"/>	Training may result in an employment outcome	<input type="checkbox"/>	<input type="checkbox"/>
In-demand occupation in local workforce area	<input type="checkbox"/>	<input type="checkbox"/>	Local board approved	<input type="checkbox"/>	<input type="checkbox"/>

6. NON-CREDENTIAL PROGRAM

	Yes	No		Yes	No
Aligns with LWIA sector strategy	<input type="checkbox"/>	<input type="checkbox"/>	Training may result in an employment outcome	<input type="checkbox"/>	<input type="checkbox"/>
In-demand occupation in local workforce area	<input type="checkbox"/>	<input type="checkbox"/>	Local board approved	<input type="checkbox"/>	<input type="checkbox"/>